

**CALIFORNIA CORRECTIONS STANDARDS AUTHORITY  
MONTHLY REPORT ON THE DETENTION OF MINORS– 2008**

*Instructions and definitions are attached.*

**SECTION I.**

Agency Name:		Date:	
Facility Name:			
Facility Address:		Zip Code:	
County:		Jurisdiction:	<input type="checkbox"/> City <input type="checkbox"/> County

**SECTION II.**

PLEASE CHECK THE MONTH THAT IS BEING REPORTED											
January	February	March	April	May	June	July	August	September	October	November	December
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*\* Please note-the numbers in Section III and IV are separate and NOT cumulative\*\***

**SECTION III. Delinquent Minors (WIC 602) in Detention**

	Secure Detention	Reason for 6 hr. rule violation	Non-Secure Detention	Reason for 6 hr. rule violation
Number of minors held 6 hours or less				
Number of minors held <u>over</u> 6 hours				
Total number of delinquent minors held				

**SECTION IV. Status Offenders (WIC 601) and Nonoffenders (WIC 300) in Secure Detention**

	Secure Detention	Reason for Violation
Number of status offenders (WIC 601) held in secure detention		
Number of nonoffenders (WIC 300) held in secure detention		

**SECTION V.**

Print or Type Name of Reporting Person

Title	Telephone No.	Date
	E-Mail Address:	

Print or Type Name of Department Head

Title	Telephone No.	Date
	E-Mail Address:	

**Return completed form**

**by email:**

**by fax**

**by mail:**

**Questions?**

**Analyst@cdcr.ca.gov**

**(916) 322-2461, Attn: Report Analyst**

**Corrections Standards Authority, 600 Bercut Drive, Ste. A,  
Sacramento CA 95811**

**ATTN REPORT ANALYST**

**(916) 445-5073**

**This form can be downloaded at: [http://www.cdcr.ca.gov/Divisions\\_Boards/CSA/FSO/Minors\\_Lockups.html](http://www.cdcr.ca.gov/Divisions_Boards/CSA/FSO/Minors_Lockups.html)**

# CALIFORNIA CORRECTIONS STANDARDS AUTHORITY MONTHLY REPORT ON THE DETENTION OF MINORS – 2008

## INSTRUCTIONS

### GENERAL INSTRUCTIONS

The Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP A)<sup>1</sup> requires the CSA to monitor facilities that hold minors in detention for compliance with three core requirements:

- 1. Deinstitutionalization of Status Offenders** (JJDP A Section 223 (a) [11])  
Minors who are charged with only a status offense (Welfare and Institutions Code [WIC] § 601) or who are nonoffenders (WIC § 300) must not be held in secure detention.
- 2. Separation** (JJDP A Section 223 (a) [12])  
Minors held in secure detention must not come into sight or sound contact with adult offenders.
- 3. Jail Removal** (JJDP A Section 223 (a) [13])  
Delinquent minors (WIC § 602) must not be held in secure detention for more than **six (6) hours** pending investigation, processing and release.

In accordance with the JJDP A, the CSA is required to submit the number of minors held in secure detention over six hours and the number of status offenders held in secure detention annually to the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

Additionally, Welfare and Institutions Code (WIC) Sections 209 and 210.2 mandates the CSA to conduct surveys of law enforcement agencies on the processing of minors to ensure compliance with WIC Section 207.1(d) and applicable Title 15 minimum standards.

*Law enforcement facilities that contain a lockup, jail or temporary holding facility and detain minors in their facility, or a facility with a cuffing fixture ONLY that holds minors in secure detention will need to complete a *Monthly Report on the Detention for Minors– 2008 for each month in the calendar year 2008*. This will assist the CSA with data collection and submission requirements.*

- Please complete and return this form to the CSA by the 10<sup>th</sup> of each month. A form must be completed for each month, even if no minors were detained.
- In Section III and IV, an amount must be entered on all lines requesting detention numbers. If the number is zero or does not apply, **please enter zero (0). DO NOT LEAVE ANY BOXES BLANK.**
- In the spaces provided at the bottom of the form (Section V), provide the name, title, telephone number and date for **both** the reporting person and the department head.
- Forms may be downloaded from our website at:  
[http://www.cdcr.ca.gov/Divisions\\_Boards/CSA/FSO/Minors\\_Lockups.html](http://www.cdcr.ca.gov/Divisions_Boards/CSA/FSO/Minors_Lockups.html)
- Completed forms may be:
  - **e-mailed to:** [analyst@cdcr.ca.gov](mailto:analyst@cdcr.ca.gov)
  - **faxed to:** (916) 322-2461 (Attention REPORT ANALYST)
  - **mailed to :** Corrections Standards Authority  
Attn: Report Analyst  
600 Bercut Drive, Ste. A  
Sacramento, CA 95811
- If you have any questions regarding the *Monthly Report on the Detention of Minors – 2008*, please contact Allison E. Ganter, Field Representative, Corrections Standards Authority, at (916) 323-8617 or email at [allison.ganter@cdcr.ca.gov](mailto:allison.ganter@cdcr.ca.gov).

<sup>1</sup> Pub. L. No. 93-415 (1974), 42 U.S.C. 5601. For more information on the JJDP A and compliance monitoring, please visit:  
<http://www.ojjdp.ncjrs.gov/compliance/index.html>

## ***INSTRUCTIONS FOR INDIVIDUAL SECTIONS***

### **SECTION I**

**Agency Name:** Please enter the name of the reporting agency.

**Facility Name:** Enter the name of your detention facility

**Facility Address:** Enter the physical address of your facility. Please include your zip code.

**County:** Enter the county in which your facility resides.

**Jurisdiction:** Please check the box that defines whether your facility is within the “city” or “county” jurisdiction.

### **SECTION II**

Please check the month that is being reported; only check one month per report.

--

### **SECTION III**

For this section, please document the number of delinquent minors (WIC 602) held in either secure or nonsecure detention during each month for each time frame. **Do not include status offenders (WIC 601) or nonoffenders (WIC 300) in this section-please see Section IV.**

**Number of minors held 6 hours or less:** In the spaces provided to the right, please enter the number of minors that were held in your facility for six (6) hours or less for the reporting month, for both secure and non-secure detention.

**Number of minors held over 6 hours:** In the spaces provided to the right, please enter the number of minors that were held in your facility for over 6 hours for the reporting month, for both secure and non-secure detention. *If minors were held in your facility over 6 hours, please briefly explain the reason for the 6-hour rule violation in the space provided.*

**Total number of minors held:** In the spaces provided to the right, please enter the total number of minors that were held in your facility for the reporting month, for both secure and non-secure detention. These numbers should be a total of the columns.

**References:** *JJDPA Section 223 (a) [13], WIC Section 207.1 (d) (1) (B), Title 15-Section 1150*

### **SECTION IV**

Please indicate the number of status offenders (WIC 601) and nonoffenders (WIC 300) held in **secure detention** in your facility during each month. *If status offenders or nonoffenders were securely detained in your facility, please briefly explain the reason for the violations in the space provided.*

**Please note, the JJDPA, WIC Sections 206 and 207 prohibit the secure detention of status offenders and nonoffenders.**

**References:** *JJDPA Section 223 (a) [11], WIC Section 206, WIC Section 207*

### **SECTION V**

This section requires the information for both the reporting person **and** the Department Head. Please print both names including each person’s title, telephone number, e-mail address and date.

## **DEFINITIONS**

**Minor:** A person under 18 years of age.

**Temporary Holding:** A local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

**Lockup:** A room or secure enclosure under the control of a sheriff or other peace officer that is primarily for the temporary confinement of adults upon arrest. A minor may be securely confined in a lockup only as provided in Section 207.1(d) WIC.

**Type I:** A local detention facility used for the detention of persons for not more than 96 hours, excluding holidays, after booking. May also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate.

**Administrative Station:** Administrative Stations are law enforcement facilities that do not have a locked holding room. These may include, but are not limited to: store-fronts, substations, and some police departments where the public is served, law enforcement officers write reports, use the telephone, interview victims and witnesses, and conduct other administrative functions.

**Jail:** A Jail is an adult detention facility, the purpose of which is to detain sentenced and non-sentenced adults (not including inmate workers). These facilities are defined as Type II, III, or IV local adult detention facilities as defined in Section 1006, Title 15, California Code of Regulations. \*Caution: Minors may generally not be detained in jails but may be detained in buildings that contain jails – see WIC Section 207.1 for exception.

**Nonoffender:** A nonoffender is a minor who is considered a dependent of the court. Welfare and Institutions Code (WIC) Section 300 defines nonoffenders; according to the Juvenile Justice and Delinquency Prevention Act and WIC Section 206, nonoffenders must not be held in secure detention in a jail or lockup.

**Secure Detention:** Secure Detention occurs when a minor (under 18) is locked in a room/enclosure and/or secured to a cuffing fixture or other stationary object while in custody in a law enforcement facility for any length of time.

**Status Offender:** A status offender is a minor who has committed an act which would not be considered criminal had it been committed by an adult. Status offenders are defined by Welfare and Institutions Code (WIC) 601 and include acts such as: disobeying parents, violating curfew, truancy and running away. A minor may be in violation of a municipal code that establishes curfew; such a violation would be considered a status offense. According to the federal Juvenile Justice and Delinquency Prevention Act (JJDP) and WIC 207, status offenders must not be held in secure detention in a jail or lockup.

**Non-Secure Detention:** Non-Secure Detention occurs when a minor's freedom is controlled by the staff of the facility; and (1) the minor is under constant personal visual observation and supervision by staff of the law enforcement facility; (2) the minor is not locked in a room or enclosure; and (3) the minor is not physically secured to a cuffing rail or other stationary object.